



# Supervising Welfare Fraud Investigator

Placer County, California

## **Department of Health and Human Services Division**

### **Annual salary:**

\$68,202 - \$83,011

Additionally, there are generous negotiated incentives and differentials and an attractive benefits package including 2.5% at 55 with the county paying 7% of the employee's 8% contribution

### **Estimated total annual compensation in the first year:**

\$108,288 (See inside for details related to education & wellness incentives)

### **Final filing date:**

5 p.m. Friday, February 20, 2009



## THE POSITION

Under general direction from the program director or Assistant Client Services Program Director, the Supervising Welfare Fraud Investigator plans, organizes, directs, and supervises the operation of the Health and Human Services (HHS) Welfare Fraud Special Investigations Unit. This unit detects, investigates, and participates in the successful prosecution of individuals who receive or attempt to receive public assistance benefits fraudulently. The Welfare Fraud Special Investigations Unit (SIU) works collaboratively with other HHS divisions to identify and investigate allegations related to the receipt of cash aid, housing benefits, food stamps, child care, In Home Supportive Services, or Medical Care Services by unqualified recipients; merchants who dishonestly take advantage of a food program; and those who fail to provide care to an elder or disabled person. If the investigation reveals fraud, the individual responsible is disqualified from future benefits and the SIU partners with the Placer County District Attorney's Office to prosecute the case in criminal court. In addition to recipient fraud control, a critical objective for the SIU during FY 2009/2010 is the implementation of an Early Fraud Detection/Prevention Program that promotes collaboration between intake eligibility workers and welfare fraud investigative staff to facilitate the early identification of possible fraudulent applications. While the primary intent of the Early Fraud Detection/Prevention Program is to prevent fraud before it happens, this program may also reduce the number of overpayment calculations and collections.

Examples of essential duties assigned to the Supervising Welfare Fraud Investigator include:

- Plan, prioritize, assign, supervise, and review the work of staff involved in the welfare fraud investigations unit.
- Recommend and assist in the implementation of unit goals and objectives; establish work schedules and methods for welfare fraud investigations; implement policies and procedures.
- Evaluate operations and activities of the welfare fraud investigations unit and other assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Supervise investigative assignments; oversee work quality and effectiveness; review fraud cases and recommend voluntary agreements as appropriate; consult with District Attorney staff regarding the issuance of complaints, evidentiary matters, and evaluation of witness testimony; assist in preparation of criminal cases for hearing and trial; and appear in court as required.
- Conduct complex confidential investigations, coordinate the allocation of designated resources, administer the record keeping and reporting functions, and ensure compliance with stated mission, goals, regulations, and guidelines.
- Confer with local, state, and federal law enforcement agencies in regard to prosecution or investigative matters, review and evaluate reports submitted by department staff for fraud complaints.
- Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public, investigate complaints and recommend corrective action, as necessary, to gain resolution.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, material and supply needs; monitor and control expenditures.

## THE IDEAL CANDIDATE

In addition to the minimum education and experience, the ideal candidate for Supervising Welfare Fraud Investigator will possess experience in supervising a Welfare Fraud Special Investigation Unit and demonstrate expertise in implementing, coordinating, overseeing, and

evaluating Welfare Fraud early detection program(s). The ideal candidate will also display:

- Experience in the development, implementation, monitoring, and evaluation of an Early Fraud Detection/Prevention Program;
- A proactive approach to developing, implementing, evaluating, and achieving organization-wide goals in a complex human or social services agency;
- Supervision experience of a Welfare Fraud Special Investigations Unit;
- Experience in collaborating with stakeholders, including the District Attorney's Office, to investigate welfare fraud cases, recommend voluntary agreements, issue complaints, evaluate witness testimony, prepare cases for prosecution, and testify in court;
- The ability to utilize excellent interpersonal, team building, coaching, and supervisory skills;
- Experience with mentoring, leading, and motivating staff in a complex, integrated, interagency and multidisciplinary service environment that fosters mutual respect;
- Excellent verbal and written communication skills.

## THE DEPARTMENT

By placing people first, the Health and Human Services Department (HHS) provides a unified system of quality services to safeguard the health and well being of the people in Placer County communities and to realize its vision to keep all children, adults, and families healthy, at home, in school, at work, out of trouble, self-sufficient in keeping themselves safe, and to ensure that animals are valued and cared for.

HHS provides services to all county residents, both in the unincorporated areas and within the cities, with offices in the Auburn, South Placer, and the North Lake Tahoe areas. Services are offered on-site in other communities as well. In total, HHS has 822 allocated permanent positions, approximately 300 extra help/temporary employees, and a large volunteer workforce. In the last year, over 57,000 Placer County residents, homeowners, and businesses have directly benefited from HHS services. Placer County continues to experience unprecedented growth and estimates indicate that the population requiring HHS services will grow by over 35,000 men, women, and children during the next five years; an annualized growth rate of 2.4%. With 85% of HHS revenues coming from federal, state, or grant funds, it is essential that federal, state, and local revenue agreements assure the provision of crucial services that only local government can provide in partnership with business, faith-based, and community partners.

## THE DIVISION

The Department of Health and Human Services (HHS) Human Services Division provides eligibility determinations for financial, medical/health, housing, food, or other county temporary assistance programs. HHS Human Services also provides employment services such as job readiness, job search skills, counseling, and support services to assist participants to become and remain employed. The division also works collaboratively with Placer County Economic Development, the business community, and other community agencies to provide services that assist clients in becoming employed and achieving self-sufficiency. Since the implementation of Welfare Reform, the department has successfully used these strategies to reduce dependency on public assistance by 50%.

In the last year, HHS Human Services has celebrated some significant accomplishments including:

- Addressed the basic housing needs of eligible families and adults through increasing the utilizing of Section 8 housing vouchers;
- Transitioned over 400 families from public assistance to employment and self-sufficiency;
- Helped assure Placer County's low unemployment rate and

With courtesy and respect, we provide timely services to meet the basic



economic vitality by sponsoring two successful job fairs, attended by approximately 6,000 job seekers and 250 businesses;

- Provided emergency and temporary assistance in the form of food, clothing, and shelter to approximately 1,500 of Placer County's most needy families and children;
- Provided urgent medical care to 10,000 of Placer County's needy families and children while assisting them in finding employment and achieving self-sufficiency;
- Developed mission, vision, and values statements for the Human Services Division;
- Distinguished Placer County as one of the first counties in the state to successfully implement new Federal Deficit Reduction Act regulations intended to ensure that Medi-Cal beneficiaries are U. S. citizens.

Planned accomplishments for fiscal year 2008-2009 include:

- Reducing fraudulent abuses of public assistance by enhancing the current fraud prevention program;
- Improving opportunities for clients to find jobs and move to self-sufficiency by establishing a new career service center in Auburn;
- Assuring uninterrupted access to emergency and temporary assistance while focusing on healthy behavior modeling, client accountability, and self-sufficiency;
- Streamlining systems to address the budgetary constraints while providing mandatory public assistance benefits to qualifying citizens;
- Eliminating the check writing process and issue CalWORKS cash-aid payments using an Electronic Benefits Transfer (EBT) process;
- Developing an emergency response and preparedness plan for the shelter and care component of a countywide response to critical incidents;
- Implementing geographic Medi-Cal managed care in an effort to improve the quality and access of health care for residents of Placer County;
- Migrating services and administrative functions from the existing facility to a remodeled facility in Auburn.

## COUNTY GOVERNMENT

The County employs nearly 2,500 employees and has an annual budget of approximately \$865 million. A five member Board of Supervisors elected by district for four-year, overlapping terms governs the County. It has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The opportunity for personal and career growth is unparalleled. Placer County offers reimbursement of relocation and travel expenses to applicants upon approval by the County Executive Office.

## ONE OF THE FASTEST GROWING COUNTIES IN THE STATE

Placer County is a delightful place to live and work. Placer County's climate, geography, and historical richness contribute to its high quality of life. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

The growth rate of Placer County continues to exceed that of California, the Bay Area, and the greater Sacramento Area. In January 2007, Placer County had an estimated population of over 324,495 with an unincorporated population of 107,389. The incorporated cities include Roseville (106,266), Rocklin (51,951), Auburn (13,112), Lincoln (37,410), Loomis (6,529), and Colfax (1,838). The County's fast growing economy and diverse geography encompass North Lake Tahoe, where

leisure and hospitality are the primary economic activity. South Placer, bordering the Sacramento metropolitan area, continues to enjoy economic growth in the areas of financial activities; educational and health services; leisure and hospitality; and trade, transportation and utilities. Currently, the largest private employers are technology manufacturing, healthcare, and recreation. Companies that recently relocated to Placer represent a mix of manufacturing, high technology, retail, and business service companies. By 2016, Placer County projects the highest growth will be in the Professional and Business Services and Agriculture sectors. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin, and Lincoln, offers a variety of housing options and suburban amenities including expansive shopping, multi-use sports complexes, and various social and cultural activities. One of Placer County's most important resources is its education system, which includes a variety of public and private primary, secondary, and higher education institutions. Undergraduate and graduate programs are available from a variety of institutions throughout the area, including community colleges, universities, technical schools, and vocational training programs.

## RECREATIONAL ACTIVITIES

Recreational opportunities abound in Placer County. There are water sports of all types on crystal lakes, which dot the county's landscape. Whitewater recreation is very popular on both the North and Middle forks of the American River. Game fishing ranging from trout to bass is available. Equestrian and mountain bike trails meander for hundreds of miles across the county, and backpacking is a popular activity in the Tahoe National Forest Wildlife Areas and the Auburn State Recreational Area. Placer County is home to seven ski resorts, including the world-renowned Squaw Valley. Tee off at one of several championship golf courses in the area, or visit museums and historical locations that showcase Placer County's rich gold rush heritage. Attend annual festivities such as the Auburn Black and White Ball, the Loomis Eggplant Festival, or the Newcastle Mandarin Festival.

You can live in a suburban community, a small town, a farm setting, or the urbanized valley, and be only a short drive to work. Placer County headquarters in Auburn is just 35 miles from Sacramento and 100 miles from San Francisco and Reno. From east to west, Placer County offers peace and quiet, along with open space, to enjoy your leisure time to the fullest. This distinctive area brings you closer to nature, surrounds you with history, and gives you the opportunity to explore the lifestyle of country living with big city convenience.

## THE MINIMUM REQUIREMENTS FOR THIS POSITION ARE:

**Experience:** Four years of increasingly responsible experience in criminal investigative work, at least two years of which have been as a Welfare Fraud Investigator with one year of directly-related lead experience; or, three years of responsible criminal or civil investigative work performed on continuing assignment, with one year of lead experience, and possession of a P.O.S.T. Basic Certificate issued by the California Commission on Peace Officer Standards and Training. Supervisory experience is desired.

**Training:** Equivalent to an Associates degree from an accredited college with major course work in criminal justice, business, or public administration, or a related field.

**License/Certificate:** Successful completion of a Specialized Investigative Basic Course approved by the California Commission on Peace Officer Standards and Training (P.O.S.T.) or an equivalent course within the probationary period. Possession of Certificate of Completion of Penal Code 832 Course in Arrest and Firearms issued by California Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of or ability to obtain a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required. A complete job description is available on our website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 886-4060.

needs of our residents and to assist them in achieving self-sufficiency.

## ESTIMATED TOTAL COMPENSATION

BENEFITS, PLANS AND RATES ARE SUBJECT TO CHANGE

Estimated Total Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity
Annual Salary	\$68,202	\$71,612	\$75,193	\$78,952	\$83,011	\$87,162
P.O.S.T. Basic Certificate Pay	\$3,410	\$3,581	\$3,760	\$3,948	\$4,151	\$4,358
P.O.S.T. Intermediate Certificate Pay	\$3,410	\$3,581	\$3,760	\$3,948	\$4,151	\$4,358
P.O.S.T. Advanced Certificate Pay	\$3,410	\$3,581	\$3,760	\$3,948	\$4,151	\$4,358
Total Estimated Cash Compensation	\$78,432	\$82,354	\$86,472	\$90,795	\$95,463	\$100,236
Estimated County Paid Benefits						
Blue Shield HMO - Family <i>Choice of 3 HMO and 2 PPO plans</i>	\$14,638	\$14,638	\$14,638	\$14,638	\$14,638	\$14,638
Delta Dental	\$504	\$504	\$504	\$504	\$504	\$504
VSP Vision	\$110	\$110	\$110	\$110	\$110	\$110
\$10,000 Term Life Insurance Policy	\$28	\$28	\$28	\$28	\$28	\$28
PERS Retirement Contribution	\$14,575	\$15,304	\$16,069	\$16,872	\$17,740	\$18,627
Total Estimated County Paid Benefits	\$29,855	\$30,584	\$31,349	\$32,152	\$33,020	\$33,907
<b>TOTAL ESTIMATED COMPENSATION</b>	<b>\$108,288</b>	<b>\$112,938</b>	<b>\$117,821</b>	<b>\$122,948</b>	<b>\$128,483</b>	<b>\$134,143</b>

## COMPENSATION AND INCENTIVES

**Salary:** The monthly salary range for this position is \$5,683 to \$6,917 paid biweekly (26 pay periods annually). Longevity pay is an additional 5% after five years at Step 5 or ten years of continuous full-time service with Placer County, but not both. Employees who have at least 20 years (hourly equivalent = 41,600) of continuous full-time service are eligible for an additional 5% longevity pay.

**Career & Education Incentives:** Full-time permanent employees are eligible to receive five percent (5%) of base salary for P.O.S.T. Basic Certificate, five percent (5%) of base salary for P.O.S.T. Intermediate Certificate, and five percent (5%) of base salary for P.O.S.T. Advanced Certificate (maximum total = 15%). Full-time permanent employees may also receive \$50 per biweekly pay period for an Associate's Degree (AA) or \$75 per biweekly pay period for a Bachelor's Degree (BA), but not both. Tuition reimbursement is available for approved classes up to a maximum of \$400 per semester.

**Wellness Incentive** Employees who qualify may also receive five percent (5%) of base salary as a Wellness Incentive allowance.

## BENEFITS

The County offers an attractive benefits package including:

**Sick Leave:** 12 days per year with unlimited accrual. May use up to five days of sick leave per year for bereavement leave for designated family members. Accumulated unused sick leave may be converted to CalPERS service credit pursuant at retirement. Sick leave balance may also be paid in cash at retirement depending on length of service with Placer County.

**Vacation:** Vacation accrual: 0 – 2 years = 10 days; 3 – 4 years = 12 days; 5 – 9 years = 15 days; 10 – 19 years = 20 days and 20 or more years = 25 days. Maximum vacation accrual of 400 hours with less than ten (10) years of service and 520 hours with more than ten (10) years of service.

**Holidays:** 13 paid holidays per year including one (1) floating holiday to be taken within the calendar year granted.

**Health Insurance:** Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Several plans are offered including three (3) HMO and two (2) PPO plans.

**Dental and Vision Insurance:** Dental and vision insurance are fully paid by the County for the employee. Dependent dental and vision coverage may be purchased by the employee. Dental coverage for the employee continues in retirement.

**Life Insurance:** Employer paid \$10,000 term life insurance; additional coverage amounts and dependent coverage are available for purchase by the employee. An accidental death policy of \$10,000 is also fully paid by the County. Employees may purchase additional coverage or dependent coverage at reasonable rates.

**Retirement Plans:** Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). The County's CalPERS Retirement formula is 2.5% at 55 Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution. Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

**Retiree Medical:** Retiree medical coverage through CalPERS is available for employees with ten (10) years of CalPERS service credit (must include five [5] years with Placer County).

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application, resume, and responses to the supplemental questions to the Placer County Personnel Department by Friday, February 20, 2009:

Placer County Personnel Department  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603

For more information, including a complete job description and application materials, see the County's website at [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs), call (530) 889-4060, or send an e-mail to [jobs@placer.ca.gov](mailto:jobs@placer.ca.gov).

Appointment to this position will be contingent upon successful completion of a post-offer background investigation and a pre-employment physical examination.

PERSONNEL DEPARTMENT  
145 Fulweiler Avenue, Suite 200  
Auburn CA 95603  
Main Telephone: (530) 889-4060  
[www.placer.ca.gov/personnel](http://www.placer.ca.gov/personnel)

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

The County of Placer has a no smoking policy for all county facilities.